



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
BRYCE HOSPITAL
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JAMES PERDUE
COMMISSIONER

SHELIA T. PENN, BSN, MPH
FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

<u>JOB TITLE:</u>	Administrator VI	<u>NUMBER:</u>	15-13
<u>JOB CODE:</u>	A3500	<u>POS. #</u>	8800766
<u>JOB LOCATION:</u>	Bryce Hospital	<u>DATE:</u>	9-4-2015
<u>SALARY RANGE:</u> 83 (\$64,077.60 - \$97,766.40)			

QUALIFICATIONS: Master's degree in Psychology, Nursing, Social Work, or any field related to psychiatric clinical services. Extensive experience (72 months or more) in the mental health field, including considerable progressively responsible experience (48 months or more) in the area of psychiatric clinical services. Some experience in Risk Management or Performance Improvement (PI) in a psychiatric or hospital setting is preferred.

KIND OF WORK: This position serves as the Risk Manager for Bryce Hospital to identify and limit risk situations involving potential liability for the facility and improve safety for patients and staff. Chairs daily meetings of the Incident Review Committee. Reviews all incident reports for Bryce for completeness and appropriate actions taken by clinical staff. Ensures that all incident reports are correctly entered in the Incident Reporting System in a timely manner. Provides periodic reports for Governing Body, OPPI and other departments. Provides Program and Clinical Leaders with specific data to help identify trends and works with them in developing Plans of Correction as indicated. Chairs and/or serves on various Hospital Committees including the PI, HIM and Environment of Care committees and the Management Council, etc. Supervises Rehabilitation Programs, including Vocational Services, Safety Director and Chaplain Services, and others as assigned. Serves as chairperson of HRB including coordinating the discipline's reports, scheduling and completing written recommendations to the Hospital Director so that patients referred to the HRB are reviewed expeditiously. Performs other duties as assigned by Facility Director.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of Medicare, Medicaid and The Joint Commission standards and community Mental Health agencies/programs. Ability to plan, organize, and prioritize work activities. Good management with ability to direct, and review the work of others. Ability to be objective in all situations. Ability to interact with other professionals and community agencies in a courteous and professional manner. Good verbal and written communication skills.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their job related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

Administrator VI - Announcement 15-13
September 4, 2015

HOW TO APPLY: USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED AT THE OFFICIAL WEB SITE www.mh.alabama.gov. THE APPLICATION SHOULD BE RETURNED TO **PERSONNEL OFFICE, BRYCE HOSPITAL, 1651 RUBY TYLER PARKWAY, TUSCALOOSA, ALABAMA, 35404** BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.

"Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application."